

Mayor's Commission on Group Relations
214 City Hall, Newark, N. J.

August 13, 1962

H. J. Addonizio,
Mayor

Ralph A. Villard,
Council President

MEMORANDUM

TO: MAYOR HUGH J. ADDONIZIO

SUPPLEMENT TO: BASIC MEMO OF JULY 15, 1962 ON
STRENGTHENING AND EXPANDING THE
MAYOR'S COMMISSION ON GROUP
RELATIONS

REQUEST FOR AN ORDINANCE TO BE
INTRODUCED IN THE SEPTEMBER 5, 1962
CITY COUNCIL MEETING TO FULFILL
THESE NEEDS.

The Mayor's Commission on Group Relations is in dire need of additional staff. At the present time, there are two professional staff members and one clerical worker.

The Commission was appropriated \$29,080.00 for salaries for the 1962 budget. This was for two clerical workers and three professional workers. However, in May, 1962, the Field Worker and Research Assistant resigned and one of the Principal Clerk Stenographers, who has been out since February, 1962, exhausted all vacation and sick leave and was taken off the payroll. Therefore, as of July 31, 1962, only \$11,123.14 of the total \$29,080.00 has been expended. Assuming that there is a replacement for the clerical worker as of the second full week in August, by the end of August the Commission will have spent \$13,139.80 for salaries.

At the present time, there is enough money in the budget for the Commission to do the following without an appropriation of additional funds: (1) hire a replacement for the clerical worker on sick leave as of the second week in August; (2) as of September 1, 1962, upgrade the minimum starting salary of the Executive Director to \$12,000; (3) upgrade the minimum starting salary of the Field Worker and Research Assistant to \$6,400; and (4) hire two additional workers --- one with a minimum starting salary of \$6,000 and one with a minimum starting salary of \$7,000.

Therefore, we strongly urge that an ordinance be introduced before the City Council in its September 5th meeting changing the salary range of the Executive Director to a minimum starting salary of \$12,000 and a maximum of \$15,000; altering the range of the Field Worker and Research Assistant to \$6,400 - 8,400. We further recommend that two new positions, Housing and Relocation Specialist with a salary range of \$7,000 - 9,500 and a Puerto Rican and Cuban Affairs Coordinator with a salary range of \$6,000 - 8,000 be introduced in accordance with the job requirements enclosed herein.

TABULATION FOR SALARIES

	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>
	<u>July</u>	<u>August</u>	<u>October</u>	<u>December</u>
Director	\$1,130.76	\$1,947.42	\$ 2,947.42	\$5,947.42
Ast. Dir.	3,500.00	4,000.00	4,500.00	6,000.00
Field Worker	1,827.63	1,827.63	2,360.96	3,960.95
P. Rican Wkr.	-----	-----	500.00	2,000.00
Housing Spec.	-----	-----	583.33	2,333.32
Clerical (1)	1,846.10	2,146.10	2,546.10	3,746.10
Clerical (2)	2,769.15	3,169.15	3,569.15	4,800.00
Overtime	49.50	49.50	49.50	49.50
TOTAL	\$ 11,123.14	\$ 13,139.80	\$ 17,056.46	\$ 28,837.29

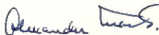
Column I shows that \$11, 123.14 of the total \$29,080.00 has been expended on salaries as of July 31, 1962, with a breakdown in salary for each worker for whom provisions were made in the 1962 budget.

Column II shows that \$13,139.80 will have been expended on salaries as of August 31, 1962, assuming that a clerical worker is hired as of the second week of August. There is no additional expenditure for the Field Worker and Research Assistant.

Column III shows that as of October 1, 1962, the budget for the Mayor's Commission on Group Relations will allow for the following requested expenditures: (1) raising the minimum starting salary of the Executive Director and the Field Worker and Research Assistant; and (2) hiring a Housing and Relocation Specialist at the minimum starting salary of \$7,000 per year or \$583.33 per month; hiring a Puerto Rican and Cuban Affairs Coordinator with the minimum starting salary of \$6,000 per year or a monthly salary of \$500.00.

Column IV indicates that as of December 31, 1962, with the addition of two professional workers and a raise in pay for the Director and the Field Worker and Research Assistant, the Commission will have spent \$28,837.29; which is \$242.71 less than the \$29,080.00 that was appropriated for the year.

Respectfully submitted,



Alexander Mark, Chairman
Mayor's Commission on Group
Relations